

Clyde High School

Personnel Handbook

2015 – 2016

The information in this handbook is subject to change as situations warrant and the employee understands that changes in the policies may supersede, modify, or eliminate the policy summaries in this booklet. The employee accepts responsibility for keeping informed of these changes.

The employee understands that they have an obligation to inform their supervisor or department head of any changes in personal data such as phone number, address, etc. The employee also accepts responsibility for contacting their Personnel representative if there are any questions or concerns that need further explanation.

ACTIVITY ACCOUNT STANDARDS

1. Sponsors must submit all organization deposits to Mrs. Park.
2. Sponsors must use the Deposit Verification Form – labeled with the organization’s name. All organizational money’s are to be given to Mrs. Park within 24 hrs of receipt. Deposits will be made at least once per week to avoid making one large deposit. Insufficient checks are handled by a collection agency. **Any checks over 45 days old will not be deposited.** Sponsors that have students in High School and Junior High must separate money’s accordingly. Funds raised by Junior High students should be spent on Junior High Students and likewise concerning High School students.
3. The Deposit Verification Form must indicate the amount of the deposit. A tabulation sheet needs to be filled out with name and amount of the check and turned in with the deposit. All activity account forms are on ½ sheets of paper. These forms can be found in the metal cabinet in the copy room.
4. It is **never acceptable** at any time to pay for services or supplies with **cash** from your fundraisers, monies left over, or any activity. A “paper trail” is required for any money transactions. You must deposit, **within 24 hrs.** all money collected from students or events in your activity account. These accounts are subject to audit annually.
5. No money accounts are authorized for any department or organization in the high school, which are separate, or in addition to the high school activity fund. **All organizational money’s are to be given to Mrs. Park within 24 hours of receipt. Deposit and check request forms are located in the form drawers or on-line and may be e-mailed to Mrs. Park. If not e-mailed, after completing please give them to Mrs. Park.** Please do not wait until the “last minute” to get a check! Sometimes our principals are not available to sign them, two signatures are required for each check. Receipts are required for every purchase, which includes student meal money. **Each month, Mrs. Park will print a statement for each account and give the statement to that particular sponsor.**
6. **NO CHECKS** or purchase requisitions will be done on the Wednesday, Thursday or Friday before graduation.
7. There will be no blank checks written. **NO EXCEPTIONS**
8. **All checks must have a phone number and a physical address. The company that takes care of our NSF checks will not guarantee payment if the check does not have this information.**

ATTENDANCE PROCEDURES

1. Attendance will be posted every class period, every day except for the first day of school. Mark attendance **after the first 10 minutes of class.** If you discover you have indicated an absence in error, **please fill out an attendance change sheet.** **This form may be found and submitted online.** Be sure to fill it out completely (the students ID # is also needed). Do not send a scrap of paper with: “Johnny was tardy not absent”.
2. **Teachers should print a copy of their attendance sheet to have on hand for substitute teachers to mark attendance. When a teacher returns to school, they will be responsible for posting the attendance (in gradebook) left by the substitute. DO NOT SEND ATTENDANCE SHEETS TO THE OFFICE unless you are going to be out a whole week.**
3. Students will be counted absent if they miss more than the first ten minutes of the class. In the event of athletic teams leaving during eighth period, we will try to keep them in class until attendance has been taken and they receive assignments, etc.
4. Sponsors of events must provide a list of students participating in the event. A form to be sent over e-mail is located on the WEB site. Be sure to communicate to your students that an extra-curricular absence is only for the days the student is actually participating. If the student decides to stay at an event after participation (extra days), these absences will be considered unexcused.
5. Occasionally, a student may be more than 10 minutes late. The teacher will reserve the right to determine if the tardy was due to extenuating circumstances. If, in the judgment of the teacher, the student was tardy due to extenuating circumstances and the teacher wants to change the absence to a tardy, please follow the instructions of #1.
6. **If students are not in your class, mark them absent.** This includes being gone for school related events. The office will code the absence according to what kind of absence it is.
7. Teachers, not students or substitutes, will be held accountable for attendance procedures. **Do not allow students to check attendance. Do not give your attendance password to students or substitutes.**
8. Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. **Please communicate this to your students.**
9. A student has one day for every day missed to make up work and a student cannot be penalized for an unexcused absence.
10. Scheduling of activities:
 - a. Do not schedule any activity after 6:30 p.m. on Wednesday night
 - b. Do not schedule activities on Sundays.
 - c. Do not schedule activities on board meeting nights. Regular board meetings are held on the third Monday of each month.

- d. Care should be taken in scheduling activities on Saturdays. Only necessary athletic events and stock shows should be scheduled on Saturdays. The principal and athletic director should approve all Saturday activities.
- e. The assistant principal will be in charge of scheduling the calendar of activities. She/He will have the official high school calendar.
- f. All activities will be scheduled on a first-come, first-serve basis unless extenuating circumstances justify.
- g. All athletic contests must first be approved by the athletic director.
- h. Please be sensitive to student's time. Students may participate in many activities and they can very easily become overworked. District activities will take precedence over other non-district activities.

- 11. Trips and Overnight Trips:** Trips for extracurricular activities that will require students to travel or be gone overnight, principal approval is required. If you anticipate that students will qualify for an event, go ahead and talk to the principal. The request should include: 1) where you are going and why, 2) how many students are going, and 3) approximate cost to the district.
- 12. When traveling with students off campus:** The sponsor should have a copy of the student's emergency form with them. These are located in the office (sponsor can make copies).
- 13.** When students travel on **any** trip, teachers should complete the **Extra-Curricular Absence Form**, located on the Clyde High School WEB site. When this form is submitted it will go to Mrs. Welch and she will email it out to the correct faculty and staff. Please leave an itinerary and hotel information in case of emergencies. Students are not allowed to drive their own vehicles.
- 14.** The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed a maximum of 20 absences for extracurricular activities, including post-district competition. In addition, a student who has incurred all of these absences shall be permitted two absences for post district competition and two absences for state championship competition only. Students will be allowed additional days for extracurricular absences as long as the student maintains an eighty-five average in all classes. Grade determination will follow the No-pass, No-play plan, end of the six weeks and three week progress reporting times.
- 15.** Attendance accuracy is important. If a student is on the list and does not attend the trip, please notify the secretaries immediately or leave a note. The office uses these lists to code the absences.
- 16. Coaches and sponsors** of extracurricular activities will have the responsibility of checking on student grades and extracurricular absences. **Be sure that no ineligible student participates in an activity.**
- 17. Lesson plans** are required and a copy will be due in the designated file cabinet weekly, this file cabinet is located by the door to the principal's office.
- 18.** Use of District Facilities – School-sponsored student groups may use District facilities with prior approval of the appropriate administrator. Other student groups may use District facilities in accordance with policy FNAB.

19. TARDIES:

1. When students are tardy for the first, second and third time, the teacher should assign the student a detention to be served for the teacher. After the third tardy in a semester or if the student fails to serve the detention, send a discipline referral to the office of the assistant principal.
2. Detention will be at the discretion of the teacher. Each teacher is responsible for his or her own detentions. If you are assigning before or after school detentions, please be sensitive to transportation problems.
3. Do not send a student to the office if they have not first served detention for the teacher or failed to come for detention. Inconvenience them as much as possible for tardies.
4. Remember, we are a team when dealing with tardies, discipline, etc. **Every** teacher must hold students accountable.
5. If students are late because they were in the office or kept by another teacher, they should have a note from the appropriate person. ***Students will be allowed one free “Bulldog Pass” per semester.** The Bulldog pass may only be used for the students 1st period of the day. There will be no questions asked as to why they are late and it will be excused. This will be issued by the office. A bulldog pass does count as 1 of their 3 exemption days.
6. Occasionally, a whole class will be late such as Band or Athletics. If your class is going to be late, notify the office and we will make a general announcement. Please do not keep students late.

The office does not issue tardy slips.

BAD WEATHER AND SCHOOL CLOSING

In case of school cancellation, the Superintendent will contact the Principals.

The Central Office will generate the information through the new voicemail system and the Principal will start the bad weather calling chart.

If school is delayed or cancelled the Principal will use the same system to let faculty and students know of the changes.

In the event of school closing or a late start, we will also notify KEAN radio and KTAB television. It will also be posted on our web site, social media and remind 101.

We will have school if possible. The first alternative will be to delay the starting time. The other alternative will be to close school if the roads are too bad. We should not have to close school because of gas curtailment.

Be sure to check your phone before you leave for school! It could keep you from making an unnecessary trip on a bad day.

BAD WEATHER SCHEDULE

| | |
|--------------------------------|---------------|
| 1st Period | 10:00 – 10:36 |
| 2 nd Period | 10:39 – 11:15 |
| 3 rd Period | 11:18 – 11:54 |
| 5 th Period (Lunch) | 11:57 – 1:03 |
| A Lunch | 11:54 – 12:24 |
| B Lunch | 12:37 – 1:03 |
| 4 th Period | 1:06 – 1:41 |
| 6 th Period | 1:44 – 2:20 |
| 7 th Period | 2:23 – 2:58 |
| 8 th Period | 3:01 – 3:33 |

BELL SCHEDULE

| | |
|------------------|----------------------|
| 7:45..... | TEACHERS ON DUTY |
| 7:45..... | FIRST BELL |
| 7:45-8:12..... | TUTORIAL PERIOD |
| 8:15-9:03..... | FIRST PERIOD |
| 9:06-9:54..... | SECOND PERIOD |
| 9:57-10:45..... | THIRD PERIOD |
| 10:51-11:39..... | FOURTH PERIOD |
| 11:42-1:00..... | FIFTH PERIOD (LUNCH) |
| 11:42-12:12..... | A LUNCH |
| 12:30-1:00..... | B LUNCH |
| 1:03-1:51..... | SIXTH PERIOD |
| 1:54-2:42..... | SEVENTH PERIOD |
| 2:45-3:33..... | EIGHTH PERIOD |
| 3:45..... | TEACHERS OFF DUTY |

All teachers will be present and available in their classrooms during the time allotted for tutorials. All teachers should be on duty in their classrooms at 7:45 a.m. and should not be in the teacher's workroom. Buses will run about 3:33.

Announcements will be made daily. Please use an announcement form. These can be found on our web site at www.clyde.esc14.net. Teachers, coaches/sponsors should have announcements to the office by the end of first period. We will make other announcements during the day on an emergency basis only. These must be approved by a principal.

*Students will recite the pledges to the United States and Texas flags once each school day. A district shall excuse a student from reciting a pledge on request of the student's parent or guardian. CHS will provide for a minute of silence following the pledges during which students may reflect, pray, meditate, or engage in another silent activity that is not distracting to other students. School employees are required to ensure that students remain silent and do not distract other students.

PEP RALLY SCHEDULE

| | |
|--------------------------------|---------------|
| TUTORIAL PERIOD | 7:45 – 8:12 |
| 1 ST PERIOD | 8:18 – 8:59 |
| 2 ND PERIOD | 9:02 – 9:43 |
| 3 RD PERIOD | 9:47 – 10:30 |
| 4 TH PERIOD | 10:36 – 11:19 |
| 5 TH PERIOD (LUNCH) | 11:22 – 12:40 |
| A LUNCH | 11:22 – 11:52 |
| B LUNCH | 12:10 – 12:40 |
| 6 TH PERIOD | 12:43 – 1:26 |
| 7 TH PERIOD | 1:29 – 2:12 |
| 8 TH PERIOD | 2:15 – 2:58 |
| PEP RALLY | 3:00 – 3:33 |

CLYDE CISD BOARD OF TRUSTEES

| | |
|-----------------|----------------|
| Darryl Harris | President |
| Russell Chapman | Vice-President |
| Mitch Ezell | Secretary |
| Jerry Don Black | Member |
| Greg Welch | Member |
| Patrick Burson | Member |
| Jack Frost | Member |

CENTRAL OFFICE STAFF

| | |
|-------------------|------------------------|
| Keith Scharnhorst | Superintendent |
| Terry Phillips | Business/Finance |
| Mike Neal | Technology Director |
| Paul McGuire | Technology Assistant |
| Kathie Mancine | Bookkeeper |
| Kathie Mancine | Trans/Maint. |
| Jenise Walker | Receptionist Secretary |
| Angela Burson | Software/Technology |

CLYDE HIGH SCHOOL ADMINISTRATION AND SUPPORT PERSONNEL

| | |
|------------------|---------------------------------|
| Gregg Wilson | Principal |
| Simon Guerrero | Assistant Principal |
| Rocky Smart | Athletic Director |
| Carrie Conner | Counselor |
| Mindy Broadfoot | Counselor |
| Randi Stevens | Nurse |
| Teresa Howard | District Librarian |
| Pam Park | Secretary |
| Tami Welch | Secretary/PEIMS |
| Debbie Hooper | Aide/LEAP |
| Susan Davis | Aide |
| Rhonda Beard | Aide |
| Courtney Beeman | Aide |
| Francesca Hafner | Aide |
| Barbara Havner | Custodian |
| Yolanda Hurley | Custodian |
| Jessie Manas | Custodian |
| Mike McCormick | Custodian |
| Ken Bailey | Custodian – Athletic Facilities |

CLYDE HIGH SCHOOL TEACHING STAFF

| | |
|------------------|-------------------------------------|
| Kara Barbee | Theater |
| Jennifer Brazil | Math |
| Danielle Carey | Special Educ/Key Club |
| Laura Carr | Science/Coach |
| Karen Clower | Math |
| Medrith Cole | Business Comp. Information Systems |
| Shawn Cullins | Math, Coach |
| Robert Dalton | Criminal Justice |
| Cindy Davenport | Choir |
| Amelia Emery | English |
| Tom Farmer | Agriculture Science |
| Michael Ferguson | Social Studies, Coach |
| Brice Fuqua | Science |
| Kathryn Gay | Health Science, Med Term, HOSA |
| Phyllis Graham | English |
| Zach Hageman | Agriculture Science |
| Pat Howe | Social Studies /Dept Head |
| Erica Jones | Art, Coach |
| Misti Kingston | Math, GT/Dept. Head |
| Olga Martinez | Spanish/ESL |
| Courtney Metcalf | Special Ed/Cheerleading |
| Bruce Morgan | Band |
| Dustin Morphis | English, Coach |
| Jeremiah Munoz | PE, Coach |
| Christi Patton | Math, Yearbook |
| Ronald Pointer | Chemistry, Coach |
| Ricky Ramos | Social Studies, Coach |
| Rick Rhodes | Special Education |
| Trina Riley | English/Coach |
| Gi Gi Robinson | Teen Leadership, Cheerleading, PALS |
| Brad Schoonmaker | Social Studies/Coach |
| Rocky Smart | Athletic Director |
| Dalena Tarver | Spanish/ESL |
| Laura Vinson | BCIS, BPA |
| Jennifer Warren | Special Education |
| Pam Watkins | Art |
| Jere Welch | Home Economics, DCP |
| Eva White | English/Dept. Head |
| Jerry White | Social Studies, Coach |
| Jansen Wilhite | Science |
| Brooke Wright | Science |

COPY MACHINES

If you have not received your password you will need to see Mrs. Welch. **Copy machines should be used during conference time, before 7:45, or after school. PLEASE DO NOT SEND STUDENTS TO MAKE COPIES FOR YOU, THEY ARE NOT ALLOWED IN THE TEACHER WORKROOM.** Do not ask the secretaries to make multiple copies. If you have miscalculated and need one or two copies made, please send a student to the office with your request. Please keep this to a minimum, as the office is a very busy place. Copy machines are located (Xerox 1) in the copy room by the teacher workroom and (Xerox 2) in the file server room next to room 6.

If you use the last supply for any Xerox machine please notify the front office – this will be the best way for us to know to order more supplies.

Students are not allowed in the teacher workroom/lounge at any time. Do not tell a student to make copies or pick up a copy in the printer. All students must come to the office to retrieve such items.

COUNSELOR PAGE

CLYDE HS COUNSELORS

MINDY BROADFOOT (325)665-6365


- A-K Students

CARRIE CONNER (325)669-5974

- L-Z Students

IMPORTANT NUMBERS

| | |
|------------------------------|-----------------------|
| Child Abuse Reporting | 1-800-252-5400 |
| Suicide Hotline | 1-800-273-TALK (8255) |
| Community Resources | 2-1-1 |



**REMIND 101
COUNSELORS
(615)713-1059
@clydehs**

IMPORTANT DATES

August 28th TSTC Leadership Conference 8:30-3:30

October 8th ACT Prep @ Anson 8:30-11:30 \$30 per student

October 14th PSAT Test

October 20th World of Work

Testing:

Dec 7th English I Retake

Dec 8th Algebra I Retake

Dec 9th English II Retake

Dec 10th Biology Retake

Dec 11th US History / Make Ups Retake

March 29th English I

March 31st English II

May 3rd Algebra I

May 4th Biology

May 5th US History

May 6th Make Ups

SUICIDE PREVENTION

National Suicide Prevention Line

1-800-273-TALK (8255)

ASK: An app you can put on your phone to help you talk to people dealing with suicide.

Signs: Watch sleep, food, & friends.

- **Acute signs:** threatening suicide, looking for ways to commit suicide, and talking/writing about dying or suicide
- **Moderate risk signs:** substance abuse, withdrawal, rage/anger, risky behavior, unable to sleep or sleeping all the time

What to do:

1. ASK about suicide
2. Seek more information/keep safe (privacy)
3. Know where and how to refer

What the counselor will do:

- Talk with the student to determine his/her suicide risk
- Call the student's parents
- If the student is high risk with a suicide plan, call MHMR for an evaluation.

IMPORTANT:

- **NEVER** leave the suicidal person alone to go get help

SUICIDE IS A PERMANENT SOLUTION TO A TEMPORARY PROBLEM

DRUG AND ALCOHOL ABUSE

Because it is the view of the Clyde Consolidated Independent School District that the use of illegal substances is both wrong and harmful and that the modeling of substance-free behavior is vital to the mission of this institution, it is the policy of the district that employees of the district are prohibited from the possession, use or distribution of illicit drugs and alcohol on school premises or at any of its activities. District officials will impose disciplinary sanctions for violations. These include those up to and including termination of employment and referral for prosecution as applicable for the violation of stated standards. In cases of proven illegal activity related to substances, the employee may be terminated for violations that occur within or outside the context of school activity.

The nearest Council of Drug and Alcohol Abuse may be contacted at 1-800-444-9999.

FACULTY ABSENCES

1. Please fill our **Times Away** immediately, when you know you are going to be absent. **PLAN AHEAD! DO NOT call the school and leave a message that you are going to be out.** Depending on the morning chaos, messages may not be retrieved until late in the morning. Call Mr. Wilson, Mr. Guerrero, Mrs. Park or Mrs. Welch in the mornings when needed. Please do not call before 6:00 a.m. If there is a problem with **Times Away** please call Mrs. Park 668-3924.
2. **Jury Duty:** Upon returning to work from Jury Duty you must provide the school with a "Statement" from the court indicating your attendance along with your time of arrival and dismissal. Most substitutes understand that there is a possibility you might be returning to school if you are not chosen. If you are dismissed from duty early and choose not to return to school, the time not on duty will be considered a personal absence.
3. When you are absent from duty, you are required to leave adequate lesson plans for substitutes with **specific** instructions. Lesson plans should be left on your desk, or in your mailbox. **Please assign enough work to keep students busy the entire period.** When you are absent it should not be a free day.
4. From time to time, it is necessary for teachers and faculty to leave campus during the regular school day. **Please consult the principal before leaving campus and sign out and/or in on the appropriate form in the office. The best time to see the principal is first thing in the morning. Please keep this to a minimum.** *The principal does not want to have to look for you if you are not on campus.*
5. The secretaries do not have the authority to approve absences.

MID TERM EXAMS/FINAL EXAMS AND FLEX DAYS

FALL Semester Finals:

*All High School students will be required to meet the FALL SEMESTER Criteria for the 1st Semester Finals.

1. **ATTENDANCE:**

*No unexcused absences

*No more than 5 excused absences per semester

2. **CLASSROOM PERFORMANCE:**

*80 average or above per individual class

3. **UNIT ASSESSMENTS:**

Student's average on all unit assessments in each content subject (Math, ELA/Reading, Science & Social Studies) must meet or exceed the State Standard.

FLEX CRITERIA (Secondary Grade Levels)

Students should meet the following criteria to qualify as a Tier I student and be released from school at the end of the instructional day on May 25, 2016. Students who do not meet the criteria below will remain in school for targeted remediation from May 26-June 2 [See the District 2015-2016 school year calendar on our website at www.clyde.esc14.net]

1. **ATTENDANCE:**

*No unexcused absences

*No more than 5 excused absences per semester or a cumulative 10 excused absences for the school year

2. **CLASSROOM PERFORMANCE:**

*80 average or above in each subject/class

3. **UNIT ASSESSMENTS:**

Student's average on all unit assessments in each content subject (Math, ELA/Reading, Science & Social Studies) must meet or exceed the state's standard using the Phase I criteria.

4. **STAAR TEST:**

Meet passing standard on the STAAR test in each tested subject. This will be substituted for the UNIT ASSESSMENTS criteria if scores are released by TEA before the end of the school year.

CLYDE HIGH SCHOOL FUND-RAISING POLICY

1. The building principal or assistant principal must approve **all** fund-raisers and have specific dates set.
2. No organization will be allowed to hold fund-raisers for more than two calendar weeks.
3. School organizations are limited to two fund-raisers a year.
4. No two organizations will be allowed to hold fund-raisers at the same time.
5. **A Fund-raiser request form must be completed by the sponsor and be on file with the assistant principal. They will be first-come, first-serve basis.**
6. Funds raised should be used for student activities only.
7. No individual fundraisers are allowed in classrooms during school hours. Only school-sponsored fundraisers will be allowed.
8. Funds raised by high school students are deposited in the High School Activity Fund and are used for high school students. Funds raised by junior high students are deposited in the Junior High Activity Fund and used for junior high students.
9. Fund-raising items must meet “Smart Snack” requirements, in accordance with SP23-2014 (v.2) code.
10. All fund-raising activities will be subject to audit.

GENERAL INFORMATION

1. Attend all faculty meetings unless prior arrangements are made with the principal.
2. **The regular workday is from 7:45 a.m. to 3:45 p.m.** Please be on time. **Teachers need to be in the classroom by 7:45 a.m. and on campus until 3:45 p.m.**
3. **Special Duty:** See Special Duty chart on page 22.
4. In the event both principals are absent, the Athletic Director will be the acting principal.
5. We will use drug dogs on an unscheduled basis. Do not let students out of class to go to lockers or cars unless the office calls them.
6. **No money accounts are authorized for any department or organization in the high school, which are separate, or in addition to the high school activity fund.** All organizational monies are to be given to Mrs. Park within 24 hours of receipt. Deposit and check request forms are located in the form drawers. After completion please give them to Mrs. Park. **Please do not wait until the “last minute”**

to get a check! Sometimes our principals are not available to sign them. Receipts are required for every purchase, which includes student meal money. Each month, Mrs. Park will print a statement for each account and give the statement to that particular sponsor. **For additional information please see the section on Activity Account Standards.**

7. Funds made from student Fund-raising activities must be spent on students or for the benefit of students. If you have questions, consult the principal.
8. **Do not ask other teachers to cover your class without approval from the principal or assistant principal. If you leave campus you must have principal or assistant principal approval and sign out and/in at the office. After approval, it is the teacher's responsibility to find someone to cover the class and inform the office who it is.**
9. Classroom parties will not be allowed.
10. Field trips require the permission of the principal. No student will be allowed to drive their own vehicle on field trips.
11. Transportation requests should be turned in a minimum of two weeks prior to the trip. Special instructions should be included. This can be done on-line.
12. Maintenance work order forms are located on-line. If work needs to be done in an area, fill out a work order and submit it to the maintenance department. It will not get fixed if we do not ask. Do not tell someone – **SUBMIT IT ON-LINE TO THE MAINTENANCE DEPARTMENT.**
13. Please let the office know if a visitor or stranger shows up on campus. All visitors should come through the office and sign in and should have on a visitors pass. Do not allow parents or other visitors to disturb your classroom. Please escort visitor to the office if they do not have a tag.
14. **Students will be allowed to enter the school each morning through the cafeteria doors and must remain in the cafeteria until the first bell.** If students appear to be wandering the halls, send them to the cafeteria. If teachers allow students to come to the classroom before school they must remain in the classroom until the first bell or the teacher must walk them to the cafeteria.
15. Various forms are located in the file drawers in the copy room or on-line.

HIGH SCHOOL GRADING POLICY

Grading guidelines for each grade level course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period.

ENGLISH:

| | |
|------------------|------------|
| Tests / Projects | 50% |
| Quizzes | 30% |
| Daily Work | 10% |

*** During the grading period of the Research Paper**

| | |
|----------------|------------|
| Research Paper | 40% |
| Test / Project | 30% |
| Quizzes | 20% |
| Daily Work | 10% |

MATH:

| | |
|------------------|------------|
| Tests / Projects | 50% |
| Quizzes | 30% |
| Daily Work | 20% |

SOCIAL STUDIES:

| | |
|------------|------------|
| Tests | 50% |
| Daily Work | 50% |

SCIENCE:

| | |
|------------|------------|
| Tests | 40% |
| Daily Work | 30% |
| Labs | 30% |

ELECTIVES:

| | |
|----------------------------|------------|
| Tests | 40% |
| Daily Work / Participation | 30% |
| Lab / Evaluation | 30% |

MAKE UP WORK

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

* Student will have one day for every day absent to complete assignments. For example: if you are absent 2 days – you have 2 days to complete make-up work.

LATE WORK

Students will be given one or two homework passes each grading period. It is at the teacher’s discretion whether one or two passes will be used. The student will be able to use the pass to turn in an assignment that is late. The pass will be good for three days from the date the assignment was due. After three days the grade will become a zero.

- Each teacher will have a grading policy that will be given to their students and the office within the first two weeks of school.** The grading policy will be given to the students in writing. The policy needs to contain information concerning how the student’s grades will be calculated. The policy should allow students to be able to calculate their own grade. A good policy is to have the students sign a copy and each teacher keep this copy on file.
- Numerical scores will be used for all courses. Numerical scores will be used in determining course credit and participation in extracurricular activities. Students must score 70 or above in each course for the six weeks to be eligible for participation in extracurricular activities.
- Grade Conversion Scale**

| | | | |
|-----------|---|------------------|------------------|
| 90 | - | 100 | A |
| 80 | - | 89 | B |
| 75 | - | 79 | C |
| 70 | - | 74 | D |
| 69 | - | and below | failing F |

The highest 6 weeks/semester grade a student can achieve is 100. Eligible points will be added to the semester grade per District Policy listed below.

Clyde HS shall weight the grades in eligible AP, dual credit, and Pre-AP courses in accordance with provisions in the district policy.

Students shall be assigned weights to semester grades and shall calculate a weighted numerical grade average in accordance with the following:

| <u>Category</u> | <u>Weight</u> |
|-----------------|----------------|
| AP | plus 10 points |
| Dual Credit | plus 8 points |
| Pre-AP | plus 5 points |
| Regular | plus 0 points |

The applicable points will be added to the semester only if the semester grade average is at least 80. The District shall record the weighted numerical grades on student transcripts.

4. Each six weeks grade will represent 2/7 of the semester grade. The semester exam will count 1/7 toward the semester grade.
5. Report cards will be sent home with student on Thursday immediately following the Friday that the grading ends. If a student makes below 70 in any class, a conference with the parent is recommended. No 69 grades will be given.
6. The PEIMS Coordinator will provide a schedule giving specific information concerning deadlines for grades. **Please meet the deadlines. One teacher that enters grades late stops the whole process.**
7. Three week grade reports will be sent home with the student the week following the third week of the grading period. All students will receive a progress report. This has become more important due to the 3-week suspension for UIL activities. A Progress Report Calendar is enclosed.
8. It will be the responsibility of the sponsor of extracurricular activities to check on student grades. **Do not take the students word that they are passing—check the eligibility list.**
9. Tx Gradebook will serve as the official basis for determining grades. Each six weeks you will be provided a copy of your grades by the PEIMS Secretary in which you will be required to sign and return. A minimum of two grades per week shall be recorded for each six weeks reporting period. This is in addition to the six weeks exam. These grades should appear in the grade book no later than the next Monday following the week in which the grade was earned.
10. All students will receive citizenship grades on their report cards. Teachers are encouraged to lower citizenship grades of those students that are disruptive, etc.
Citizenship grades
E Excellent
S Satisfactory
N Needs Improvement
U Unsatisfactory
11. Resource students that have grade modifications determined by the ARD committee will receive the appropriate grade in accordance with the ARD committee's recommendations. The Resource teachers have a grade conversion scale available to all teachers. Please see them for a copy if you have students that have modifications.

12. The Resource teachers will provide a list to all teachers of students that qualify for special education services. It is essential that teachers who have these students in their classes comply with the recommendations of the ARD committee. If you are unsure of how to modify grades or assignments, please see one of the resource teachers or one of the principals.
13. **A teacher may not penalize a student's grade for an unexcused absence.** If the student gets the assignment turned in during the allotted time for the absence, you cannot punish them for having an unexcused absence.
14. Final discretion for grades given to a student will be with the teacher of the class.

ISS/AEP

In-school Suspension will be located at our high school campus. We will try to give at least ½ day notice of students entering ISS or AEP. **Teachers will need to check their mailboxes or e-mail each day for notice of students entering ISS or AEP.** You will need to provide assignments by 7:50 a.m., for the required number of days. These assignments should include:

- a. Teacher name, subject and period.
- b. Detailed instructions for the ISS teacher.
- c. Pace will be determined by the ISS teacher.
- d. Please communicate expectations to the ISS teacher.
- e. Assignments will be returned daily. If you are missing an assignment, ask the ISS teacher.
- f. Remember, students do not change classes, etc.....in ISS so there is little wasted time.

Please assign enough work to keep students busy.

CLYDE HIGH SCHOOL

2015-2016 GRADE REPORTING PERIODS

1ST Six Weeks

August 24– October 2

Progress Report reporting date – 9/11

- **Grades posted by 4 pm – 09/14**

Progress reports go home - 9/16

Six Weeks reporting date – 10/02

- **Grades posted by 4 pm – 10/05**

Report Cards go home- 10/08

2nd Six Weeks

October 5 – November 13

Progress Report reporting date - 10/23

- **Grades posted by 4 pm – 10/26**

Progress reports go home - 10/28

Six Weeks reporting date – 11/13

- **Grades posted by 4 pm – 11/16**

Report Cards go home – 11/19

3rd Six Weeks

November 16 – December 18

Progress Report reporting date – 12/04

- **Grades posted by 4 pm – 12/07**

Progress reports go home -12/09

Six Weeks reporting date – 12/18

- **Grades posted by 4 pm – 01/04**

Report Cards go home – 01/07

4th Six Weeks

January 5 – February 19

Progress Report reporting date – 1/22

- **Grades posted by 4 pm – 01/25**

Progress reports go home – 1/27

Six Weeks reporting date – 02/19

- **Grades posted by 4 pm – 02/22**

Report Cards go home - 2/25

5th Six Weeks

February 22 – April 15

Progress Report reporting date – 3/11

- **Grades posted by 4 pm – 03/21**

Progress reports go home – 3/23

Six Weeks reporting date – 4/15

- **Grades posted by 4 pm – 04/18**

Report Cards go home – 4/21

6th Six Weeks

April 18 – June 2

Progress Report reporting date – 05/06

- **Grades posted by 4 pm – 05/09**

Progress reports go home – 5/11

Six Weeks reporting date – 06/02

- **Grades Posted by – TBA**

Report Cards mail home – 6/09

Eligibility Calendar 2015 – 2016

| | |
|----------------|--|
| October 2 | End of 1 st Six Weeks |
| October 9 | Failing students become ineligible at 3:33 |
| October 23 | 3 rd week grade check |
| October 30 | Students who fail the 1 st six weeks can regain eligibility if passing all classes @ 3:33 |
| November 13 | End of 2 nd Six Weeks |
| November 20 | Students become eligible or ineligible at 3:33 |
| December 4 | 3 week grade check |
| December 11 | Students who failed the 2 nd six weeks can regain eligibility if passing all classes @ 3:33 |
| December 18 | End of 3 rd Six Weeks |
| Dec 18 – Jan 4 | All students become eligible at 1:30 p.m. on December 18. |
| January 8 | Students become eligible or ineligible at 3:33 |
| January 22 | 3 week grade check |
| January 29 | Students who failed the 3 rd six weeks can regain eligibility if passing all classes @ 3:33 |
| February 19 | End of 4 th Six Weeks |
| February 26 | Students become eligible or ineligible at 3:33 |
| March 11 - 20 | All students eligible beginning at 3:33 March 11 th |
| March 11 | 3 week grade check |
| March 24 | Students who failed the 3 rd six weeks can regain eligibility if passing all classes @ 3:33 |
| April 15 | End of 5 th Six Weeks |
| April 22 | Students become eligible or ineligible at 3:33 |
| May 6 | 3 week grade check |
| May 13 | Students who failed the 5 th six weeks can regain eligibility if passing all classes @ 3:33 |

LETTER JACKETS

The Board Approved Letter Jacket Criteria is available upon request. Jackets may not be ordered without approval. Letter Jackets will be ordered once in the Fall and once in the Spring.

NURSE

Students that become ill in class must be sent to the nurse's office. A Health Services Student's Clinic Referral form needs to be signed and hand carried by the student to the front office or nurse's office. If student doesn't have a form, they will be sent back to the teacher's room to get one. We have a nurse on staff in the afternoon. If a student becomes ill in the morning please send them to the office. **Students should not call parents to come and get them. They have to go through the nurse's office before being sent home.**

FIELD TRIP POLICY

In order for each teacher/sponsor to have the same guidelines regarding overnight trips, please advise any student that is going on an overnight trip that the policy listed below is the policy that we will follow:

1. **All overnight trips must be first approved by the principal before they are scheduled.** Trip requests should be given to the principal at least 7 days prior to the board meeting in order that the principal may inform the board members. Board meetings are usually scheduled for the first double-digit Monday of each month.
2. At the time the request is made, a detailed list showing funds, etc., must be presented with request.
3. Complete **Overnight Fieldtrip Form** before leaving and turn in to principal.
4. Sponsors have the responsibility to check eligibility and attendance rules before allowing student to participate. **It is also the sponsor's responsibility to communicate the overnight trip policy to their students and have Field Trip, Permission, and Emergency forms completed and signed. The sponsor must have Emergency forms in their possession on the field trip.**
5. All school-sponsored trips must be chaperoned adequately so that students will be properly supervised.
6. Under no circumstances shall male and female students be allowed in each other's room at any time without sponsor's supervision.
7. Besides sponsors and school-approved chaperones, no person other than immediate family shall be allowed to travel with or accompany school organizations on trips.
8. Unless accompanied by sponsors, all students shall abide by a curfew and remain in their rooms until authorized by the sponsor. An 11:30 p.m. curfew should be the very latest allowed by sponsors. An earlier curfew is suggested.
9. Any student that knowingly violates any of these curfew or fraternization rules may be prohibited from attending further overnight trips for one calendar year from the time of the infraction. At all times, students are to abide by the Student Code of Conduct as it applies to the regular school day. Additional penalties may be imposed.

PEP RALLY

Pep Rally schedule is on page 8. All teachers need to accompany students to the gym. Students and teachers will sit in the south side bleachers.

PHONE NUMBERS

| | | | |
|---------------------|-----------------|------------------------|----------|
| Admin Bldg | 893-4222 | Intermediate | 893-2815 |
| FAX | 893-4024 | Cafeteria | 893-2015 |
| | 893-5609 | FAX | 893-3067 |
| Bus Barn | 893-5347 | Junior High | 893-5788 |
| | | FAX | 893-2134 |
| Mike Neal | 893-3100 | Maintenance | 893-2416 |
| Paul McGuire | 893-3100 | Region 14 | 675-8600 |
| | | FAX | 675-8659 |
| Elementary | 893-4788 | Maintenance | 893-3225 |
| Cafeteria | 893-2669 | | |
| FAX | 893-5642 | Taylor Co-op | 437-8232 |
| High School | 893-2161 | FAX | 672-1376 |
| FAX | 893-2993 | Time & temp | 672-2881 |
| Cafeteria | 893-2398 | | |
| Ath. Director | 893-5543 | | |

PURCHASING

Because of state accounting regulations, there are guidelines that we must follow when purchasing items. Therefore, **all purchases must be processed through the principal by PURCHASE REQUEST or CHECK REQUEST.** Follow these procedures when purchasing items:

- a. All athletic P.O.'s go to the Athletic Director
- b. **Do not, under any circumstances, buy without a purchase order or check. This is important and we cannot say this enough!!** There is a chance you will not be reimbursed.
- c. Fill out a purchase requisition form or check request form and get it to Mrs. Park. Please fill the P.O. out with all information needed to purchase your items. The forms are located in the forms drawer or on the Clyde CISD Web Site. If a vendor number is not found, see Pam Park to request a vendor number.
- d. **Remember that P.O.'s take time to get back. Please plan ahead.**
- e. **Kathie writes checks on Thursdays.**
- f. Be able to justify the expenditure.
- g. When the purchase order number is issued, you may order. If you want me to do something with the P.O., please put that information on the P.O. request.
- h. When the merchandise arrives, **make a notation on the packing slip that the items have been received and send the slip to Kathie at the Central Office to let her know it is ok to pay.**
- i. We must all live within our budgets.
- j. If you buy an item without a purchase order, you run the risk of having to pay for it yourself.
- k. When requesting student or teacher travel money, allow enough time to get a check or PO processed. At least a week in advance is a good rule of thumb.
- l. **Do not give a purchase requisition to Mr Wilson. They go to Mrs. Park. She will enter them in the computer and Mr. Wilson will approve/deny them through the computer system.**
- m. If there is a department head, they are in charge of the budget therefore; their signature must be on the request.
- n. **Checks come via the pony – I do not always see them. If you do not get it please let me know.**

SPECIAL DUTIES ASSIGNMENTS

| | |
|---------------------------|---|
| Band | Bruce Morgan |
| Beta | Misti Kingston |
| Business Prof. Of America | Laura Vinson |
| Cheerleaders | Courtney Metcalf, GiGi Robinson |
| Choir | Cindy Davenport |
| FFA | Tom Farmer, Zach Hageman |
| FHA | Jere Welch |
| HOSA | Kathryn Gay |
| Graduation | Carrie Conner, Mindy Broadfoot, Teresa Howard, GiGi Robinson Pam Park, Tami Welch Gregg Wilson |
| Junior/Senior Prom | Junior Sponsors |
| Key Club | N/A |
| Scholarships | Carrie Conner, Mindy Broadfoot |
| Social Committee | Rhonda Beard |
| Student Council | Medrith Cole |
| UIL General Chairperson | Teresa Howard |
| UIL Speaking, Theatre | Kara Barbee |
| UIL Math | Misti Kingston |
| UIL Business | Laura Vinson |
| UIL Journalism | Eva White |
| UIL Spelling | Phyllis Graham |
| UIL Ready Writing | Eva White |
| UIL Science | Brice Fuqua |
| UIL Athletics | Rocky Smart |
| Yearbook | Christi Patton |

CLASS SPONSORS

| | |
|-------------------|---|
| FRESHMEN: | Barbee, Fuqua, Hageman, Martinez, Metcalf, Rhodes, Robinson, Schoonmaker, Wright |
| SOPHOMORE: | Brazil, Clower, Ferguson, Gay, Morgan, Patton, Ramos, E.White, J.White, Wilhite |
| JUNIOR: | Cole, Davenport, Emery, Farmer, Graham, Morphis, Munoz, Pointer, Vinson |
| SENIOR: | Carey, Carr, Cullins, Howe, Jones, Riley, Tarver, Warren, P.Watkins, J. Welch |

STUDENT AND CLASSROOM MANAGEMENT TIPS

1. Be sure your students are supervised at all times. When students are involved in activities, a teacher/sponsor should be with them, not next door or down the hall.
2. Be at your classroom door during passing periods. Do not wait for another teacher to correct student misbehavior.
3. Have a few specific classroom rules and communicate them to the students at the beginning of school. For example:
 - a. Be in class on time.
 - b. Bring the proper materials and supplies to class, no returning to locker.
 - c. Respect the rights of others. No student has the right to interfere with another student's right to learn. Students should refrain from talking without permission, making noise, abusive language, disruption, threats of violence, obscene gestures, etc.
 - d. Everyone works in class, no sleeping allowed. If students insist on putting their head down, we will send them to the nurse.
 - e. Students are not to wear hats, caps, put their feet on desks or tables or sit on desks or tables.
 - f. Cheating will not be tolerated. Have specific penalties for cheating. Repeat offenders should be sent to the office.
 - g. Homework and make-up work should be turned in on time.
 - h. Please do not allow students to sit on desks or tables. Teachers should not sit on desks or table either.
15. When teachers hear rumors of fights or truancy please notify the principal or assistant principal. Many times we can prevent fights, etc. if we know about them before they occur.
16. Be consistent in handling discipline. Students should have a predictable pattern of behavior from the teacher. **Avoid having "good days and bad days".**
17. When a student's behavior becomes disruptive to the class, do not confront the student in the presence of the class. Get the student into the hallway and explain the expected behavior. If student refuses to respond to your rules, send them to the office with a referral sheet. Teachers may offer suggestions concerning student discipline however, once the student is sent to the office, the administration will make the final decision regarding the penalty.
18. **Faculty and staff should dress and conduct themselves in a manner that demands respect and displays good character to the community and students alike.** Following four basic rules will help insure our student's success and help gain the public's goodwill: 1) always be on time, 2) keep students in the classroom and on task, 3) have high expectations of your students, and 4) have high expectations of yourself and your peers creating an atmosphere of professionalism.
19. **Do not allow students to wander the halls.** Students have time to go to the restroom between classes.
20. When report cards are sent home, lower citizenship grades of students that have been disruptive, etc.
21. Prepare enough activities to keep students engaged. Have lesson plans available for substitute teachers with specific instructions.
22. Have students serve detention for tardies and/or behavior problems that do not require the student being sent to the office. Students will not be disciplined in the office for tardies if the teacher has not made the student serve detention first.
23. When students are assigned to detention, please be sensitive to transportation problems, especially for bus students and students that do not yet drive their own car.
24. Be sure homework is relevant to the learner and the learning. Do not give busy work for homework.
25. Do not allow students to do grading for you.
26. **Require students to listen to announcements and show respect to the pledge.**
27. If you allow students to leave your classroom to go to the restroom, locker, etc..., the Asst. Principal has a form for you to record these outings. When incidents of vandalism or other infractions occur, the principals use this form to determine who might have been involved.

28. **Writing positive notes to students and parents to reinforce a corrected behavior or identifying a particular success is the quickest way to gain the confidence of parents and students. This can also ensure your own success. Do not miss opportunities to be positive.**
29. Take advantage of opportunities to teach values, morals, and patriotism to your students.
30. Try to contact parents by phone or mail to let them know how their students are doing. If you are having problems with a student, try a phone call or letter. In addition, if students are doing well, let the parents know that also.
31. **Try These:**
 - a. Contact parents as soon as possible if it is apparent that they can help with a problem.
 - b. Suggest that they take privileges away at home.
 - c. Successful conferences are well prepared. Be prepared to give examples and explain grades, etc.
 - d. Ask for parents help, but do not apologize for asking.
 - e. Be assertive rather than non-assertive with parents. Do not be hostile with parents.
 - f. Follow up the initial conference to let the parent know if the strategy is working or is not working. Do not forget to be positive when behavior has changed for the better.
 - g. Thank the parents for their interest and help.
 - h. Ask one of the principals to sit in on the conference. We will be glad to help if needed.
32. Document discipline problems, late work, and extra trips to lockers, restroom, etc.
33. Record student absences and tardies. When students are sent to the office for tardies, we need to know if there are problems in other classes with the student being tardy.
34. Do not let behavior problems escalate. Obtain the help of the principals while there is still a chance of getting the behavior corrected early.

TEACHER APPRAISALS

Teacher appraisals will be conducted by the principal/asst. principal. Each teacher will have one observation. The observation period may or may not be scheduled. (Ours will be scheduled). We use the PDAS instrument. Teachers will still receive a copy and have the right to a conference. The observation data will be used only for contract renewal.

TEXTBOOK INFORMATION

All textbooks are to be checked out through the Library. Please see Mrs. Howard or Mrs. Davis.

BOOK FINES

1. 1. General damage to a textbook, which can still be used, should receive a fine of between \$1.00 and \$10.00. If the book cannot be used again, the fine should be the full price of the book.
 - a. Things to consider:
 - 1) the price of the book
 - 2) how much longer the book can be used
 - 3) when the book goes out of adoption
 2. Torn covers in a book that is less than 3 years old should have a fine of \$3 - \$5. In an older book, the fine should be \$1 - \$3.
 3. Minor fines
 - a) Pencil marks on several pages: \$1-\$2.
 - b) Ink marks on a few pages: \$2 - \$5.
 - c) Ink marks on $\frac{1}{4}$ or more of the pages: \$4 - \$8.
 - d) Bent cover: \$4 - \$8
 - e) Water damage to 2 or 3 pages: \$2 - \$5
 - f) One or two loose pages: \$3 - \$6
 4. Loose bindings seriously shorten the useable life of the book. Most serious damage to book bindings is caused by putting stacks of papers or pencils in the books.
 - a.) A torn or loose binding in a book that is less than 3 years old should have a fine of \$8.00 - \$10.00.
 - b) In an older book, the fine should be \$4 - \$8.
 5. Serious damage, which should result in a fine equal to the price of the book:
 - a) Water damage to $\frac{1}{4}$ or more of the pages.
 - b) Cover separated from the pages.
 - c) Pages missing.
- Check with Mrs. Howard in the Library before assessing a fine equal to the price of the book.**
6. Missing books are the full price of a book.

LODGING

This is the cost of the rental of a room or rooms for District employees, students or administrators. The **original** hotel bill or receipt must be furnished after the trip. The hotel bill should clearly indicate the cost assigned to the “In-Charge/District Representative” and the cost assigned to the students or bus driver, where applicable. **Texas Hotel Occupancy Tax** will not be paid, as well as the **Texas State sales tax** on hotel parking. The District is exempt from this tax. You will need to come by the high school office to pick up a tax exempt form that you will take to the hotel with you. However, we are not exempt from city taxes. The district will pay state sales tax on out of state travel and no other individual should be included. Room service, laundry, phone calls, etc. should not be claimed as trip/travel expenses.

MEALS

This is the cost of obtaining food during the trip for the “In-Charge”, students, or bus driver. The costs assignable to the “In-Charge” and the students must be clearly indicated on the bill. Per diem allowances for meals are only allowed during the time periods listed below:

| | | <u>Employee</u> | <u>Student</u> |
|-----------|----------|------------------------|-----------------------|
| Breakfast | 12am-8am | \$ 10.00 | \$6.00 |
| Lunch | 11am-2pm | 16.00 | 6.00 |
| Dinner | 4pm-8pm | 20.00 | 6.00 |

****Above District students will receive \$8.00 per meal and at the state level they will receive \$10.00 per meal.**

CLYDE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



PO Box 479, 526 Shalimar Drive
Clyde Texas 79510
325-893-4222 FAX: 325-893-4024
www.clyde.esc14.net

Superintendent:
Keith Scharnhorst
Assistant Superintendent/CFO:
Terry Phillips
Director of Curriculum /Special Programs:
Paula Kinslow

“Adding Value to Every Student, Everyday, Every Classroom”

**Clyde Consolidated Independent School District
Fund Raising Activity Permission Request**

Name of School/Group: _____

Permission is requested to conduct
the following fund raising activity: _____

Specific purpose(s) for which the net
proceeds are to be used: _____

The following activity fund account
Will receive the net proceeds: _____

Beginning Date: _____ Ending Date: _____ Time of Day (if applicable) _____

This is the _____ money raising activity for this semester that I have
requested.

I, _____ **[Print Name]** have requested permission to conduct a fund raising activity,
and I will be responsible for the preparation of the operating report, the accountability of all monies collected at the
conclusion of the money raising activity, and I will turn in all records to the principal and or financial clerk.

Signature of Sponsor/Teacher Date: _____

APPROVED BY: _____
Signature of Principal Date: _____

Signature of Superintendent Date: _____

Clyde Elementary
(325)893-4788
FAX (325) 893-5642
Kim Jones, Principal

Clyde Intermediate
(325) 893-2815
FAX (325) 893-3067
Jill Morphis, Principal

Clyde Junior High
(325)893-5788
FAX (325)893-2134
Kenny Berry, Principal

Clyde High School
(325)893-2161
FAX (325)893-2993
Gregg Wilson, Principal

“An Equal Opportunity Employer”

500 Hays Road
Clyde, Texas 79510
Phone 325-893-2161
Fax 325-893-2993

Clyde High School

Home of the Bulldogs

Gregg Wilson, Principal
Simon Guerrero, V. Principal
Carrie Conner, Counselor
Mindy Broadfoot, Counselor

I, _____ have read the 2015-2016 personnel handbook.

Signature

Date

Please sign, print and turn in a copy to the office by August 28, 2015